

Appointment

From: Ellis, John [Ellis.john@epa.gov]
Sent: 1/26/2021 5:15:36 PM
To: Ellis, John [Ellis.john@epa.gov]; Goffman, Joseph [Goffman.Joseph@epa.gov]; Carbonell, Tomas [Carbonell.Tomas@epa.gov]; Hoffer, Melissa [Hoffer.Melissa@epa.gov]; Chaudhary, Dimple [Chaudhary.Dimple@epa.gov]; Ramsey, Jody [Ramsey.Jody@epa.gov]; Mayock, Andrew [Mayock.Andrew@epa.gov]; Freedhoff, Michal [Freedhoff.Michal@epa.gov]; Murray, Paulette [Murray.Paulette@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Fox, Radhika [Fox.Radhika@epa.gov]
CC: Stingel, Shawn [Stingel.Shawn@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Hauser, Mitchell [hauser.mitchell@epa.gov]; Adams, Denise [Adams.Denise@epa.gov]
Subject: Records Managment Briefing for Senior Officials and Political Appointees
Attachments: Michal_Freedhoff_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Andrew_Mayock_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Radhika_Fox_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Dimple_Chaudhary_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Melissa_Hoffer_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Tomas_Carbonell_Records Mgmt Brfg for Sr Officials - fillable-font.pdf; Joseph_Goffman_Records Mgmt Brfg for Sr Officials - fillable-font.pdf
Location: Microsoft Teams Meeting
Start: 1/27/2021 2:00:00 PM
End: 1/27/2021 3:00:00 PM
Show Time As: Busy

Required Attendees: Goffman, Joseph; Carbonell, Tomas; Hoffer, Melissa; Chaudhary, Dimple; Fox, Radhika; Ramsey, Jody; Mayock, Andrew; Freedhoff, Michal; Murray, Paulette; Blake, Wendy
Optional Attendees: Stingel, Shawn; Williams, LaShawn; Hauser, Mitchell; Adams, Denise

Greetings, All new Senior Officials and Political Appointees are required to attend a Records Management Briefing. I am sending this invite for 9:00am tomorrow and another for 9:00am Thursday, 1/29/2021. Please accept one or the other. The briefing will take approximately 45 minutes, depending on the number of questions.

I have attached individual slide decks for your convenience and to provide you with an acknowledgement page for your digital signature and response after taking the briefing.

Thank-you.
John Ellis, Agency Records Officer

Microsoft Teams meeting

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